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Curricular Practical Training(CPT) Request Form

Student Information

The first and middle name		Surname	
Student ID Number		Phone:	Email:

CPT Employment Information confirm all information below with CPT Employer. This Information should match your verification letter.

Job Title:		Organization Name:	
Part-time (20 hours/week or less) Full-time (more than 20 hours/week) Full time/			
Requested Start Date:		Requested End Date:	
CPT employment dates must overlap with the dates of the CPT enrollment or degree requirement quarter..			

The Student must REVIEW AND CHECK all of the following before submitting form to OFFICE.

- () I have completed two-full-time semesters/quarters in active F-1 status and/or at my previous school.
- () Incomplete applications will cause delays or denial.
- () It is my responsibility to apply in a timely manner and negotiate an appropriate start with my employer.
- () CPT Start/End dates must match the dates listed on my employer verification letter.
- () I have a verification letter from my employer that includes all the information required according to the requirement of employer’s information: employer’s name and job title and contact information, UBI number and EIN number, job description, and CPT start date and end date, part-time(20 hours/week or less) or full-time(more than 20 hours/week)
- () I will not begin any employment until I have received my CPT I-20 and I will only work during the CPT dates listed on my CPT I-20. Beginning or continuing employment beyond the CPT authorization period is a serious violation of F-1 status.

Student’s Expected Degree completion Date: _____ Major: _____

Federal Regulations state that we may authorize CPT “that is an integral part of an established curriculum”. At Horizon Institute, that integrality is defined by the work experience being either 1) a degree requirement for all students in the degree program or that 2) the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student’s degree program.

Select ONE of the following to explain how this CPT experience is an integral part of the student’s curriculum:

- () Degree Requirement – this internship will fulfill a degree requirement for a program under “Degree Requirement CPT”.
- () Course Credit - The student will be receiving course credit in the following course (course number required): _____
- () Research – the work will form an integral part of the research for this graduate student’s thesis.
- () Others: _____

Email this form with any supporting documents to ISO@LIVINGWATER.EDUCATION.

School Office Use Only: I confirm that I have reviewed and approved the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student’s Major, and is an integral part of the student’s degree program.

Adviser’s Name:		Adviser’s email:	
Adviser’s Signature		Date:	